



Holiness * Service to the Poor * Simplicity * Commitment to Faith * Charity

Community Resource Navigator Job Description

St. Vincent de Paul – Cincinnati (SVDP) has served residents of greater Cincinnati for over 150 years with basic needs such as food, medicine, and homelessness prevention through its outreach center in the West End and through fifty-six parish-based volunteer Conferences (chapters). SVDP provides holistic direct assistance and systemic change services while treating neighbors in need with dignity, and compassion. At St. Vincent de Paul, diversity is a fact and inclusion an act. Every person is valued and made to feel that they belong.

Job Title: Community Resource Navigator

Reports to: Conferences Manager

Job Status: Non-Exempt Full-Time

Location: Neyer Outreach Center

Job Summary:

Helping in a vital capacity to support the growing ministry of our county wide team of Vincentian volunteers, the Community Resource Navigator will provide direct support on areas related to social services and customized programmatic offerings for the Cincinnati District. Working in conjunction with the wider Vincentian Services team, they will be the central expert and support on local resources, both internal and external, being available to Vincentians to provide guidance on the complex situations facing those we serve.

Responsibilities and Duties:

Community Resource Support:

- Serve as a resource for all Vincentians, connecting them, and those we serve, with the appropriate community resources and responding capably and courteously to Vincentians' requests
- Develop and maintain a central hub of up-to-date community resources for Vincentians to utilize.
- Nurture strategic, complementary partner relationships. Coordinate the work of SVDP and other related community services providers to increase overall stabilization and advancement efforts.
- Serve as a Conference liaison with our Social Services team to ensure interdepartmental cohesion on social services issues and projects.
- In collaboration with the wider team, create and present workshops and information sessions on relevant topics for Vincentians, staff, and volunteers.
- Serve as the leading Vincentian Services team member on administering additional programs and assistance funding when such opportunities materialize.
- Provide guidance and facilitation on publicly available benefits, especially PIPP, SNAP, and cash assistance.
- Learn and, where necessary, provide support and advocacy for utilizing our central Case Management System, interacting with our Resource Analyst regularly.
- Distribute thrift store vouchers, bus tickets, and birth certificates to Conferences and Vincentians.



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- Engage with fellow Vincentian Services staff, SVDP staff broadly, and Vincentians to achieve our organization's objectives.

Systemic Change Program Development & Implementation:

- Serve as a leading member on systemic change initiatives within the Vincentian Services team.
- Develop and administer systemic change programming for Vincentians.
- Serve as a coach for Vincentians as they accompany neighbors to growing sustainability.
- Collaborate with both the Catino Women's Empowerment and Re-Entry programs, working especially with the Self Sufficiency Programs Manager.

Formation and Advisory Support:

- Serve as a staff liaison to the Voice of the Poor Committee meetings and events.
- Through intentional efforts, seek to engage our Vincentians in SVDP's core mission of guiding them towards encountering Christ through their service to those in need.
- Represent SVDP, as directed, in community efforts to address obstacles to sustainability for neighbors, including housing opportunities.
- Attend Vincentian Services events where appropriate.

Service:

- Serve neighbors seeking assistance with dignity and respect.
- Participate as a member of the SVDP Services team, interacting positively with volunteers and other SVDP staff.

Perform other tasks and duties, as assigned.

Job Qualifications and Requirements:

Qualifications:

- Bachelor's degree in social work, human services, pastoral ministries, or related fields, or equivalent experience, as well as a passion for and understanding of systemic change.
- A commitment to Roman Catholic Social Teaching, beliefs, and an openness to fostering the spirituality of St. Vincent de Paul is required.
- Experience with community organizing and/or working at a social services agency is desirable.
- Bilingual (Spanish speaking) abilities are desirable.
- A comfort in engaging with people from a diverse group of backgrounds in a faith-based setting.
- Strong interpersonal abilities, including the ability to connect with diverse groups.
- Excellent time management skills and a strong sense of self-motivation.
- Excellent administrative abilities, including experience with Microsoft Office and Teams.
- Applicants must be Safeguarding compliant or achieve compliance prior to start date and remain in compliance for job tenure.
- Hours may occasionally vary beyond standard Monday – Friday work week; some nights and weekends required.

Physical Requirements:

- Ability to walk, stand, and bend for long periods of time.
- Ability to lift and carry up to 35 lbs.